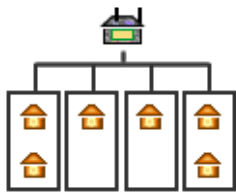




## Manage Your Core Business



Corveum Workplace Enterprise® represents the next generation in Human Resource Information Systems (HRIS). By integrating Human Resources with your business structure into a self-service and automated system your company can significantly reduce your management time and costs, allowing you more time to focus on your core business.

### Employee Management

Your companies most valuable assets are its' employees. With Corveum Workplace Enterprise® it is easy to organize and retrieve your employee records, contracts, CVs and more. Track employee personal data, addresses, emergency contact information, education, leave time, working location, and much more with ease.

Maintain employment, contract, and personal employee history. Stay on top of your employee contracts and approvals with email and system notifications. Auditable tracking of all employee, contract, and employment updates.

Company		Personal		Employment		Contract		Payroll		Leave	
Date of Birth:	<input type="text"/>	Gender:	<input type="text"/>	Marital status:	<input type="text"/>	Religion:	<input type="text"/>	Expiration Date:	<input type="text"/>	Issued Date:	<input type="text"/>
Birthplace:	<input type="text"/>	Marital status:	<input type="text"/>	Religion:	<input type="text"/>	Expiration Date:	<input type="text"/>	Issued Date:	<input type="text"/>	Issued Date:	<input type="text"/>
Father Birthplace:	<input type="text"/>	Religion:	<input type="text"/>	Expiration Date:	<input type="text"/>	Issued Date:	<input type="text"/>	Issued Date:	<input type="text"/>	Issued Date:	<input type="text"/>
Nationality:	<input type="text"/>	Race:	<input type="text"/>	Expiration Date:	<input type="text"/>	Issued Date:	<input type="text"/>	Issued Date:	<input type="text"/>	Issued Date:	<input type="text"/>
ID Number:	<input type="text"/>	Expiration Date:	<input type="text"/>	Issued Date:	<input type="text"/>	Issued Date:	<input type="text"/>	Issued Date:	<input type="text"/>	Issued Date:	<input type="text"/>
ID Issued Place:	<input type="text"/>	Expiration Date:	<input type="text"/>	Issued Date:	<input type="text"/>	Issued Date:	<input type="text"/>	Issued Date:	<input type="text"/>	Issued Date:	<input type="text"/>
Passport Number:	<input type="text"/>	Expiration Date:	<input type="text"/>	Issued Date:	<input type="text"/>	Issued Date:	<input type="text"/>	Issued Date:	<input type="text"/>	Issued Date:	<input type="text"/>
Passport Issued Place:	<input type="text"/>	Issued Date:	<input type="text"/>	Issued Date:	<input type="text"/>	Issued Date:	<input type="text"/>	Issued Date:	<input type="text"/>	Issued Date:	<input type="text"/>
Home Phone:	<input type="text"/>	Mobile:	<input type="text"/>	Alternative Email:	<input type="text"/>						
Permanent address:	Address 1 Hồ Chí Minh , Viet Nam		<input type="button" value="Edit"/>								
Temporary address:	<input type="button" value="Edit"/>										
<b>Emergency Contact Information</b>											
Name:	<input type="text"/>	Relationship:	<input type="text"/>	Phone:	<input type="text"/>	Hospital:	<input type="text"/>				
Address:	<input type="text"/>	Phone:	<input type="text"/>	Hospital:	<input type="text"/>						
Email:	<input type="text"/>	Hospital:	<input type="text"/>								

### Define Company Standards

Set corporate standards with Corveum's employee classification system. Organize employees into classification groups, employee levels and salary ranges. Keep management always informed of the latest standard company salaries for each position and level in your corporation.

### Leave Management

Automation and self-service functionality, combined with industry standard reporting and Excel output are now a reality! Do away with complicated forms, inter-office mailings, and confusion. True, real-time, electronic leave management that is easy to use while empowering staff and management.

### Reporting

Pre-built and ready to use industry standard reporting based on the Society for Human Resource Management standards. Add to this compatibility with Crystal Reports, standard Microsoft Excel and Word out, and low cost custom report packages designed to your specifications and Corveum becomes the obvious choice.

### Extend Your System

Corveum Workplace Enterprise® is designed to manage your business end-to-end. Go beyond Human Resources with employee task management, time keeping, document management, and more. Contact us for information on how our business management solutions can fill all your business process needs

## Features

### Overall Features

- Multi-Lingual
- Real-Time Reporting
- World Wide Web Access

### Employment

- Salary and Employment Level Classifications
- Department Transfers
- Employment Contract Management
- Employment Termination Details
- Employment History

### Employee Data

- Company Contact and Location Information
- Employee Personal Information
- Emergency Contacts
- Education
- Skills

### Leave Management

- On-line Employee Leave Requests and Approval
- Annual Leave Report
- Maternity Leave Management
- Custom Leave Types
  - Paid/Unpaid
  - Sick Leave
  - Maternity Leave

### Reporting

- Absenteeism
- Employee Turnover
- Staff Head Count
- Track Contract Expiration
- Annual Leave
- More...